GUIDELINES TO COMPLETE THE ONLINE STUDY PLAN

From the home page of the “Segreteria Online/Online Student Registry Office”, just click - at the top right - on the squared icon with the three lines to access your Private Area (“Area riservata”).

1. From the right menu click on "Piani di studio/Study plans" and then "Piano di Carriera/ Career plan"

2. Click on "Nuovo piano/New plan" to check the course units/modules to be included in your student study career.
3. If your degree programme includes a curriculum, the system will ask you to choose it.

4. Then you will need to click on "Prosegui compilazione Piano Carriera/Continu e filling in Career Plan"

5. At this point, the compulsory course units/modules are displayed and these cannot be changed. Then click on the "Regola succ./Next rule" button
6. In the "Scelta degli insegnamenti/Course unit selection" webpage, the courses of your choice can be selected on the basis of those included in the degree programme you are enrolled in. Alternatively, you can click on "Salta la Scelta/Skip the Choice" to select a course unit from a different list.

7. In this page click on "Aggiungi attività/Add activity", i.e. the elective activities of your interest"
8. Here you can choose the Degree Programme from which to select the course units of your choice.

9. Select it/them by using the “+” or "Cambia CDS/Change CDS" key to return to the previous webpage.
10. To complete this procedure, you must follow all the rules until you reach the final summary (at the bottom of the webpage). At the end of the summary there are buttons to confirm, print or review your Study Plan.

11. Once the Study Plan is confirmed, the procedure will be completed ("il piano della carriera è completato").